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PHOTOGRAPHIC INTELLIGENCE CENTER

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MEMORANDUM OF AGREEMENT

SUBJECT: JOINT PROJECT REQUIREMENTS COMMITTEE

Rescission: Memorandum for PIC Divisions and Military Liaison Offices,
dtd 15 July 1958, subject: Establishment of the PIC
(HTAUTOMAT) Joint Project Requirements Committee

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1. PURPOSE

The Joint Project Requirements Committee is established for the purpose of:

- a. Considering intelligence requirements levied on member organizations.
- b. Determining those requirements which can be accomplished on a joint working and reporting basis to the mutual advantage of two or more member organizations.
- c. Assigning joint project responsibilities and appropriate priority designations.

2. MEMBERSHIP

Membership will consist of one voting representative designated by each of the following individuals:

- a. Director, PIC/CIA
- b. Senior Intelligence Officer, USA (with PIC/CIA)
- c. Senior Intelligence Officer, USN (with PIC/CIA)

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3. SUPPORT

The Committee will be chaired by the Executive Officer of the Photographic Intelligence Center who is authorized to commit Center production facilities necessary for the implementation of joint projects established by the Committee. CIA will provide necessary secretarial support for the Committee

4. MEETINGS

The Committee will meet regularly on the first working day of each week. The chairman will convene special sessions of the Committee at the request of any member. Minutes of each meeting will be distributed to member organizations.

5. PROCEDURES

a. Coordination

- (1) Departmental Requirements: Requirements received by each member organization which may be of joint interest will be coordinated by the Committee through the following means:
 - (a) A copy of incoming requirements will be forwarded to the Committee Secretary upon receipt by the member organizations and a composite requirement listing will be made available to each member organization. Informal liaison and discussion of requirements apropos of joint project work is encouraged.
 - (b) Requirements will be considered by the Committee and determination made concerning the consolidation for the purpose of joint work and reporting.
 - (c) Projects in progress by member organizations also may be proposed and adopted as joint projects.
 - (d) Urgent new requirements may be the subject of special Committee sessions on the request of any member.
- (2) Requirements Received from Joint Groups (USIB Subcommittee, JCS, etc.): When any member organization receives a requirement, either formal or informal from a joint group, the requirement will be referred immediately to the Secretary of the Committee. The Secretary will call a special meeting of the Committee as

soon as possible, and a determination will be made whether or not to establish a joint project. Copies of the requirement will be made for each of the member organizations prior to the meeting if possible.

- (3) Joint Immediate Reporting: ODE or similar types of immediate reports are considered to be the bases of joint projects. To expedite their accomplishment, the PIC/CIA will normally be the responsible organization and will initiate the necessary preliminary arrangements.
- (4) Joint Mission Coverage Summary Reporting: Prior to the initiation of a Mission Coverage Summary by any of the member organizations separately, their plans should be announced to the Committee as prescribed in Paragraph 5a (1) above, and a decision whether to establish a joint project will be made.
- (5) Self-Initiated Departmental Projects: When a member organization initiates work as a result of very general or standing requirements, the method outlined in Paragraph (1) above will not serve adequately as a coordinating procedure. In these cases it will be the responsibility of the initiating organization to inform the other members of any work that may be of mutual interest. Whenever possible, this notification should be made sufficiently in advance of the actual initiation of the work to permit effective joint participation if desired.

b. Assignment of Joint Projects

- (1) Requirements of basic interest to two or more member organizations will be established by the Committee as joint projects upon the agreement of the interested organizations. One of the participating organizations will be designated by the Committee to assume the primary responsibility for the project. This primary responsibility normally will be based upon major interest and priority consideration. A priority designation will be given a joint project by the Committee consistent with the highest priority of the participating organizations' requirements.
- (2) Joint projects will be assigned on the basis of written requirements submitted to the Committee. A memorandum from the Committee to the Senior Intelligence Officer of a member organization will establish the primary responsibility for accomplishing the joint project and will state the priority of the project. It will also include copies of the participating organizations' requirements and/or a mutually agreed upon

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consolidated requirement to which a joint report will be addressed. The memorandum will also contain the names of the representatives from the other participating organizations who will be assigned to the joint work group. Information copies of the memorandum along with all attachments will be forwarded to each of the other participating organizations.

c. Initiation of Joint Projects

The Senior Intelligence Officer of the member organization assigned primary responsibility for a joint project will:

- (1) Appoint a member of his organization as chairman of the work group.*
- (2) Instruct the chairman to contact the designated work group members from the other participating organizations and begin preparations for the project.

d. Changes to Requirements

Any recommendation for amendment to the original requirement of a joint project will be referred to the Committee by the responsible Senior Intelligence Officer. The Committee will notify the responsible Senior Intelligence Officer of its recommendations.

e. Withdrawal from Joint Projects

Any member organization on its own volition may withdraw from or modify the extent of its participation in a joint project. However, the organization's intentions will be announced to the Committee and made a matter of record. All materials which that organization has prepared for the joint project should be turned over to the chairman of the working group.

f. Changes of Personnel

Changes in the placement of personnel assigned to a project working group will be announced promptly to the Committee by the responsible Senior Intelligence Officer.

6. JOINT PROJECT CONTROL

The Senior Intelligence Officer of the member organization to which a joint project is assigned will be responsible for the accomplishment of the project

*Normally an individual will not be assigned to chair more than one project at a time.

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in accordance with joint project reporting and publication procedures. The Committee will assist the responsible Senior Intelligence Officer in all ways practicable. The Committee will keep intimately aware of the progress of each joint project and may request the responsible Senior Intelligence Officer to provide briefings on any questions related to the project that may arise. The Committee will make recommendations to the Senior Intelligence Officer when changes seem advisable.

7. PROGRESS REPORTING

Each Committee member will make verbal reports monthly on the status of joint projects for which his organization is responsible. These reports will be recorded and distributed by the Committee Secretary.

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